

August 16, 2005

Dear Sir or Madam:

The Lynchburg Community Market would like to announce that we currently have a vacant permanent shop that we are accepting applications for until September 2, 2005 at 5pm. You have expressed an interest in renting one of these spaces and we would like to invite you to submit the attached application for the available space.

If you would like to be considered in this application process it is required that you complete the attached application fully and return it to the address listed by September 2, 2005 at 5pm, applications will not be accepted after this deadline. If you have questions about the application please contact Carleen Dixon at (434) 455-5889 or by e-mail at Carleen.Dixon@lynchburgva.gov. If you would like to view the space there will be open viewing to all interested applicants on Friday August 18th & 19th at 9am with Gary Olds the Market Manager. No appointment is needed during this time.

Submit application(s) to:
301 Grove St, Lynchburg, VA 24501

Application due by:
September 2, 2005 at 5pm

Once the deadline arrives all returned and fully completed applications will be reviewed by city staff. Successful selection will be based on the following criteria:

- A complete application
- Meeting the defined market mix as stated in the Project for Public Spaces study available on the city website at <http://www.lynchburgva.gov/home/index.asp?page=1262>
- Best utilization of space; Priority will be given to restaurants requiring a cooking ventilation system for shop # 9
- Successful business experience
- Must be in good standing with the City of Lynchburg, Finance Department
- Sound business and renovation proposal

Please find attached:

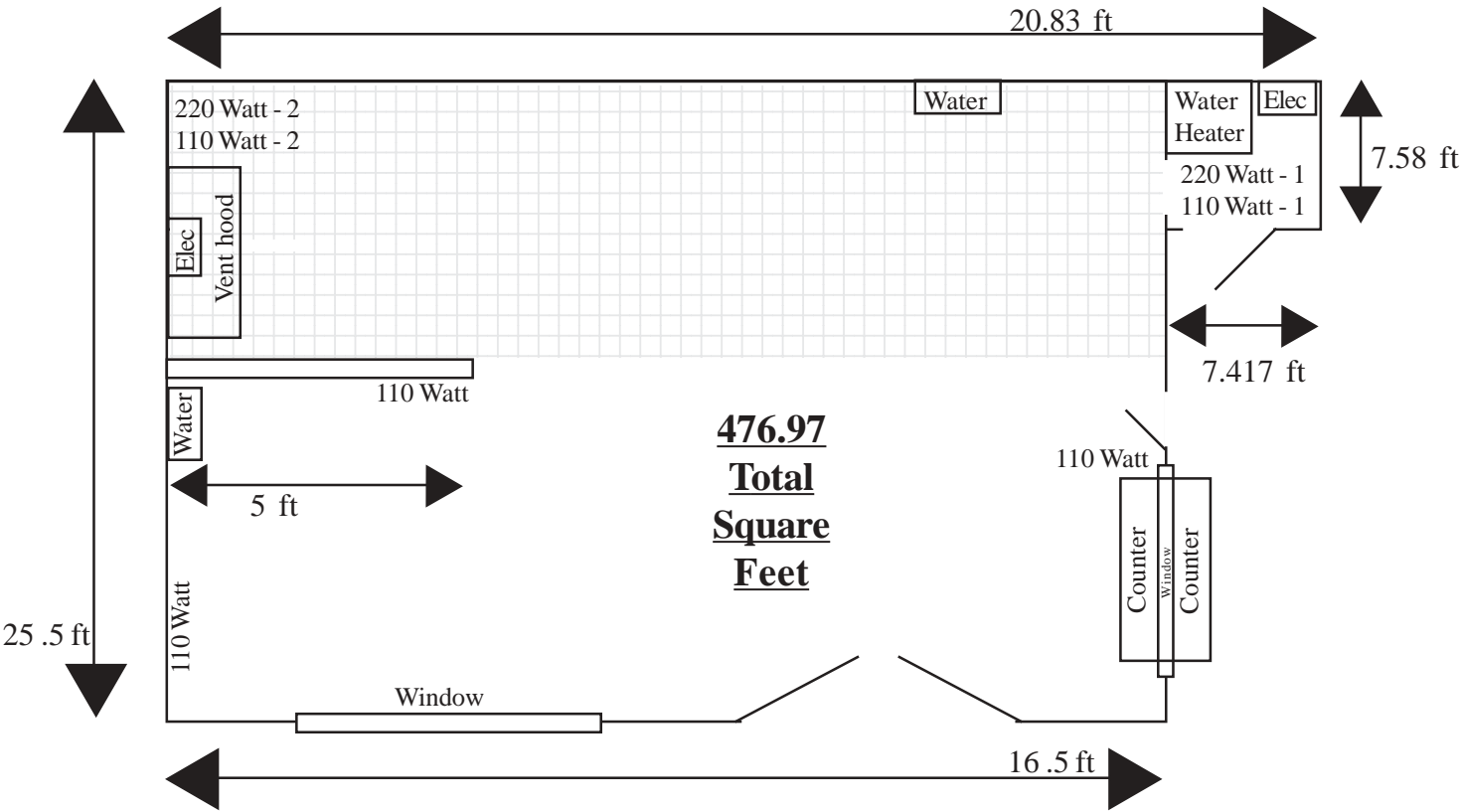
- Application for shop 9
- Layout map for the shop
- Copy of our Lease Agreement
- Copy of our Vendor Handbook

The City of Lynchburg and the Lynchburg Community Market would like to thank you for your on-going interest in the livelihood of our market.

Sincerely,

Carleen Dixon
Business Services Manager
Parks and Recreation
(434) 455-5889

Shop # 9





The City of Lynchburg, Virginia

301 GROVE STREET, LYNCHBURG, VA 24501 (434) 455-5858
FAX (434) 528-2794

PARKS AND RECREATION
DEPARTMENT

Lynchburg Community Market Permanent Shop Application Shop number 9

Applicant Information

Date: _____

Business Name: _____

Owner(s) Name: _____

Business Mailing Address: _____

Owner daytime phone number: _____

Proposal

If this business is now in operation, please describe the business (include years in operation and current location): _____

Please describe your business proposal for the Lynchburg Community Market, include a general description of your product(s), your target market, how your business compliments the market mix, etc: _____

Please provide details of your operations plan, include hours of operation, staffing commitment, and any logistical needs that City staff should be aware of i.e. shipping, storage requirements, etc: _____

Please provide a brief background of owner(s), include management experience and experience in product line of proposed business:

Please provide timeline, include estimate of time needed to renovate Market space, date shop would open: _____

Provide, as an attachment, a sketch of the layout of the space. Please describe the improvements that you will make to the space and will fund:

Please describe the improvements needed to the space that you are requesting for the City to fund:

Please describe any special requirements that are needed for your business, such as a ventilation system for cooking, electrical services, etc.

I have read and understand the Lynchburg Community Market Lease Agreement and Community Market Handbook and agree to abide by all rules and policies of the Community Market and lease agreement.

Owner name

Owner name

Owner signature

Owner signature

Date

Date